



Bradford District Assembly  
the voluntary and  
community sector together

## Forum/Assembly Representative Feedback Report

Please provide a brief summary of meetings you have attended on behalf of the Assembly/VCS Forum. This report will be used to inform the Assembly Steering Group/Forum that you represent. The information contained within it will be posted on the Bradford Assembly website [www.bradfordassembly.org.uk](http://www.bradfordassembly.org.uk). If you wish to report on something confidential, please **mark this clearly**.

**Return your completed form to [wendy@cnet.org.uk](mailto:wendy@cnet.org.uk)**

Name of Representative	Paul Stephens
E mail / contact details	<a href="mailto:pauls@cabad.org.uk">pauls@cabad.org.uk</a>
Title of the board / group you sit on	Integrated Workforce Programme Board
Date the meeting took place	1 <sup>st</sup> October 2020
Date of next meeting	5 <sup>th</sup> November 2020
Did you receive the meeting papers in time to have a pre-meeting?	I received papers but did not have a pre-meeting.

### 1. What was the purpose of the meeting?

This was the regular IWPB monthly Board meeting (September meeting cancelled)

### 2. Main areas of discussion (bullet points).

#### • Joint Health and Care Partnership Board – Enabler presentations

There was an update on a meeting where the achievements and ambitions of each of the enabling strategies were presented. Relevant highlights from the discussion:

- The importance to involving and employing people with lived experience as part a key element of our partnership working. Skilled volunteers are an integral part of our focus and jobs need to be accessible and develop pathways into ongoing training.
- The kickstart programme was mentioned as a good opportunity to put in a compelling bid and create meaningful opportunities for young people (16-24) to get skills for employment. Working with our smaller organisation through both Bradford Care Association and BC Alliance was raised as well as the ongoing work to help with removing any obstacles.
- Maureen Goddard, System Workforce Advisor & Place Lead highlighted the need for a crossover and connectivity across the different enablers e.g. Estates, Digital and Workforce need to work hand in hand.
- There is ongoing work and conversations to formalise system development (Organisational Development) as an enabler.

Maureen Goddard asked if there is an opportunity for IWPB members to align to each of the 7 delivery programmes; to make contact outside of the formal meetings and be the 'go to' person (a kind of workforce relationship manager)?

- **People Plan/strategy refresh – slides circulated in advance**

Maureen Goddard asked the group to focus on the ambitions and the priorities rather than detailed actions required for each of the 4 areas. She noted there are 3 overarching system priorities at the moment; managing the pandemic, Phase 3 reset and recovery.

The provided feedback on the first area, **Looking after our people**. All agreed that the ambition is simple and resonates with happy healthy at home and at work.

Relevant highlights from the discussion:

- Looking at the priorities it was recognised larger organisations are probably further ahead with risk assessments. I advised that risk assessments are being discussed in the VCS, however, a lot of services closed and therefore we don't know about individual organisations approach when re-opening.
- Sally Scales, Deputy Chief Nurse, Bradford Teaching Hospitals Foundation Trust (BTHFT) – mentioned that there is money available. Although most larger organisations have undertaken Infection Protection and Control Training, it is still being rolled out for other care providers it is still being rolled out.
- Rachel Ross raised the priority, mental health first aid training, linking in with resilience training. The Mental Health collaborative are looking at some resilience bid work. Maureen Goddard agreed to pull a group together to look at using the Mental Health First Aid monies, tying in with the Health and Wellbeing Knowledge and Intelligence Task Group and invite Kim Shutler to the meeting.

Due to time constraints, it was agreed that comments on the other 3 areas of the People Plan would be gathered across e mail. I sent out for feedback from the Assembly but have not received any to date. The sections around:

- **Belonging to the system** will include all the Act as One and BAME work which is currently being developed.
- **Growing for the Future** will include work ongoing around inclusive community recruitment. work and will be included and Lived Experience – Vicki Beer and Hawarun Hussain will lead on how it can be taken forward.

- **Kickstart programme – opportunities and bid process (slides circulated in advance)**

Tina Lafferty, Programme Director, Health and Social Care Economic Partnership (HSCEP), City of Bradford Metropolitan District Council provided an overview on the Bradford Council kick start scheme. Department of Work and Pensions have confirmed that work placements can be entry and graduate level. They are clear that the relationship with skills house partnership will provide wrap around support.

- **One Workforce Hub micro/test site**

Kathryn Jones and Simon Couth, Bradford MDC provided an update on the website development. The first phase (micro site) is being launched in the next couple of weeks and will advise the next phase is coming. Kathryn advised there is text behind the logos, but they need to ensure the organisations are ok with the wording. I sent a copy of the text to Kim Shutler and Soo Nevison and they commented on it.

Simon confirmed the full website with media rich content is under development at the moment. In the coming weeks we can launch the calling card.

- **Governance/Terms of Reference**

Health Social Care Economic Partnership Board (HSCEP) has now got CEO level membership, which has overall responsibility for delivery of people plan (i.e. our workforce strategy). There will be a refresh of Terms of Reference of HSCEP and

linked to that it has been agreed in the Exec Board that IWPB will become the Integrated People Board. IWPB need to consider if they are constituted correctly and have representation from everyone.

**3. Were there any discussions or decisions which you feel you had particular impact or influence on?**

During the discussion on the People Plan we talked about the first area, Looking after our people. One of the priorities raised was ensuring all vulnerable staff (including BAME colleagues) have a risk assessment. I advised that risk assessments are being discussed in the VCS, however, a lot of services closed and therefore we don't know about individual organisations approach when re-opening.

**Further note:**

- My role on the Board is lead in Work Programme 4 – Developing a shared culture of integration and system wide working.
- There will be a refresh of Terms of Reference of HSCEP and linked to that it has been agreed in the Exec Board that IWPB will become the Integrated People Board. IWPB need to consider if they are constituted correctly and have representation from everyone. I will ensure that VCS representation continues, even if it is more appropriate to be someone else.
- My role as a member of the Systems Leadership Community of Practice sub-group of the IWPB
- I continue as an active member of the Health & Wellbeing Knowledge, Intelligence Task Group (KIT). Through the work of the HWB KIT group, Bradford District & Craven have been used as the blueprint for the WY&H Partnership webpages, taking best practice and evidence-based offers to streamline a system offer to all health and care staff across the system.
- I am also a member of the System Development Network, which is taking on one aspect of in Work Programme 4 – Developing a shared culture of integration and system wide working. This group is going through a process of review at the moment